

**GENERAL INSTRUCTIONS - APPLICATION FOR VARIANCE/APPEAL  
BOARD OF ZONING ADJUSTMENT**

**1. NATURE OF VARIANCE/APPEAL**

In describing the exact nature and type of variance or appeal being requested, the applicant must clearly indicate the specific requirements that are being requested for a variance and/or the administrative decision or interpretation that is being appealed. The applicant should describe the particular provisions of this Ordinance or other laws that prevent the proposed use or construction and how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

**2. SUPPORTING INFORMATION**

The applicant must provide a site plan as a part of the application. The site plan shall be drawn to a scale and fifteen (15) copies provided. The site plan must accurately show north arrow, vicinity map, streets, sidewalks, property lines, location of utilities, natural features, easements, the location of existing and proposed construction, open yard areas, curbs, fences, walks, driveways, parking (with each space clearly delineated), entrances and exits, signs and any other information the Zoning Administrator may deem appropriate to present to the Board of Zoning Adjustment.

Upon request, fifteen (15) copies of elevations of the proposed development must be provided.

**3. NOTIFICATION**

In applying for a variance, the applicant shall supply the names and addresses typed on gum-backed labels of owners of property within two hundred (200') feet of the perimeter of the property where the variance is being sought.

**4. FEE**

A filing fee of \$100 must accompany every application.

**5. ATTENDANCE**

No action will be taken on any application unless the applicant or authorized agent is present at the meeting to answer any questions that may be raised at the meeting.

If you have any questions, please call Kyle Faber or Ralph Formby at 337.291.8445.

**APPLICATION FOR VARIANCE/APPEAL  
BOARD OF ZONING ADJUSTMENT**

1. Name of Applicant(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
  
2. Name of Property Owner (if different than applicant): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
  
3. Address and Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Name of Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
  
5. Requested Variance/Appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Reasons and justifications for Variance/Appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATION AND AGREEMENT

1. The applicant/owner declares that the statements on this application are true and correct.
2. The owner's signature is certification that he/she is the owner of the subject property and consents to the submission of the application for a variance, even if a non-owner applicant submits the request.
3. By filing a petition for a variance, the applicant/owner consents to allow the appropriate City-Parish employees to enter the property described in this variance request for the purposes of installation, maintenance and removal of a public notification sign and to inspect and photograph the site.
4. The owner and applicant acknowledge that the actions of the Board of Zoning Adjustment have no effect on any existing private Subdivision Restrictions or Covenants. Compliance with any applicable private regulations is a civil matter and the responsibility of the property owner.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Owner \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Applicant \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**BOARD OF ZONING ADJUSTMENT  
2005 APPLICATION AND MEETING DATES**

<b><u>DEADLINE DATE</u></b>	<b><u>MEETING DATE</u></b>
Monday, December 20, 2004	Thursday, January 13, 2005
Tuesday, January 18, 2005	Thursday, February 10, 2005
Monday, February 14, 2005	Thursday, March 10, 2005
Monday, March 21, 2005	Thursday, April 14, 2005
Monday, April 18, 2005	Thursday, May 12, 2005
Monday, May 16, 2005	Thursday, June 9, 2005
Monday, June 20, 2005	Thursday, July 14, 2005
Monday, July 18, 2005	Thursday, August 11, 2005
Monday, August 15, 2005	Thursday, September 8, 2005
Monday, September 19, 2005	Thursday, October 13, 2005
Monday, October 17, 2005	Thursday, November 10, 2005
Monday, November 14, 2005	Thursday, December 8, 2005

The Board of Zoning Adjustment meets at 5:30 p.m. in the Planning & Zoning Auditorium, 220 West Willow Street, Building B.

**MEMBERSHIP**  
**BOARD OF ZONING ADJUSTMENT**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRES</u></b>
Leona Reichardt, Chairperson	06/30/2005
Paul A. Guilbeau, Vice-Chairperson	06/30/2008
Tracy A. Carlson	06/30/2009
Carroll J. Fuselier	11/05/2006
Kerry Collins	06/30/2007
Marvin Musgrove, Alternate 1	01/05/2008
Elroy Broussard, Alternate 2	01/19/2007

All correspondence with the Board members must be directed through the Department of Planning, Zoning and Codes at 337.291.8445, mailing address:

Lafayette Consolidated Government  
Department of Planning, Zoning and Codes  
P.O. Box 4017-C  
Lafayette, LA 70502

Please do not contact the individual Board members as it may be in violation of the Board's Rules of Policy and Procedure and may affect the outcome of any Board decision. If you feel it imperative to speak with a Board member prior to a meeting, contact the Department of Planning, Zoning and Codes and we will relay your request to the member involved.

**Updated: February 3, 2005**